

DEPLOYMENT PAPERWORK MADE EASY

Employees

Deployment Tips:

Questions about your job should go to your Point of Contact (POC) identified in your Job Offer Letter.

What do I bring? What is the mailing address down on the ICE? Check out the “**Participant Guide**” for answers to questions like these. Go to <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>

Medical Department –

- Make your appointments RIGHT AWAY! It takes about eight (8) weeks to complete the deployment process. You MUST be Physically Qualified (PQ'd) at least three (3) weeks before your travel date.
- When you book your dental exam, tell your Dentist that the original x-rays MUST be sent. Note that we now accept electronic media of x-rays (via e-mail or CD). This year, in order to simplify the Dental PQ process, there will be three levels of Dental PQ, dependant upon the amount of time spent on the Ice. The winter-over PQ requirements remain the same. The summer-only PQ requirements are less stringent, and a new category with fewer requirements is for participants deploying less than six weeks. It is important to realize that if you elect to use the non winter-over Dental PQ requirements that you will not be eligible to winter-over until the PQ requirements are satisfied. It may not be possible to complete the winter-over requirements while on the Ice, therefore, **when in doubt, ask your Dentist to follow the winter-over guidelines**. This will not only assure that you are in the best dental health, but will allow you to accept extended contracts and multiple cruises, etc...
- We recommend using the enclosed LabCorp kits; one is for the Medical PQ Clearance and one is for the Urine Drug Screen. When you use the provided lab kits, please ensure they are sent to LabCorp in Englewood, CO. If used, RPSC is directly billed for these expenses.
- Keep copies of EVERYTHING; the pink copies of the carbon forms are yours to keep.
- Should the Medical Department contact you with questions, it is your responsibility to follow up with them. For Medical processing and PQ updates simply contact the Medical office at: 1-800-688-8606 (prompt 3) or Medical@usap.gov.

Extra copies of these forms can be downloaded from the web at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>

- **\$\$\$ Medical/Dental/Prescription Eyeglass/Prescription Safety Glasses Reimbursement \$\$\$:** Fill out the reimbursement form provided, attach copies of all receipts and send to: RPSC Attn: Medical, 7400 South Tucson Way, Centennial CO 80112-3938. ALL reimbursement requests must be received by March 1st.
- If you are originally hired with a summer contract, and later offered a winter contract, please contact the RPSC Medical Department for additional Medical/Dental/Psych requirements: 1-800-688-8606 (prompt 3).

Which paperwork goes in which envelope?!?

ATTN: MEDICAL Envelope:

- 1) Personal Information Form, (NSF Form 1458)
- 2) Important Notice for Participants in the United States Antarctic Program, (NSF Form 1457)
- 3) Medical Risks for NSF-Sponsored Personnel Traveling to Antarctica, (NSF Form 1421)
- 4) Medical History Form, (NSF Form 1422)
- 5) All paperwork generated from your Doctors appointments and examinations, test results, and HIV consent form

Note: Test results can also be faxed to the RPSC Medical Department's secure fax at (303) 649-9275 or (720) 895-1090.

ATTN: DENTAL Envelope:

- 1) Polar Dental Examination Form, (NSF Form 1425)
- 2) Original X-rays or via Electronic Media, copies are not acceptable

Deployment Specialists Group –

- For flight information, hotel bookings, general questions, and more, simply contact the DSG at: 1-800-688-8606 (prompt 2); Local # 303-790-8606 (prompt 2), or deployment@usap.gov
- The Travel office will contact you approximately three (3) weeks prior to your departure to confirm your travel itinerary and your current mailing address. You will receive your tickets via Federal Express one to two weeks prior to departure.
- **Notary Services are not available on Antarctica.** You cannot count on being able to execute or revoke legal documents requiring notarization while on the Ice. Make every effort to settle outstanding legal matters before you leave for Antarctica, including a Power of Attorney.
- **DSG paperwork can be returned in either the Medical or Dental Envelopes.**